

INTEROFFICE CORRESPONDENCE

DATE: October 4, 1985

cc: Jack Johnston
Bud Berg

TO: Joe Adamski
Dale Zimmerdahl
Helena Knight
Bert Cole
Dick Tarr

FROM: Stan West

SUBJECT: Recycle Plant Inspection Requirements and Log

On October 1, 1985, we placed an Inspection Log binder in the recycle plant area. This log is to be maintained by the plant operator. It has four forms with which you should become familiar.

1. Table 10 gives an outline of items that requires continued attention and the frequency that each should be inspected.
2. The Daily Inspection Log is a list of items that must be checked daily by the operator. It has space for recording the date and time of the inspection as well as the name of the inspector. Personnel assigned to perform Weekly and Monthly inspections should also review and initial this log. More than one inspection may be made daily.
3. The Weekly Inspection Log lists those items that must be checked on a weekly basis by Dick Tarr, the Drum Yard Section Head. Again, record the date and time of the inspection and initial in the appropriate space. A daily inspection should be made at the same time.
4. The Monthly Inspection Log is to be completed on a regular monthly basis by Bert Cole, the Warehouse Manager, recording date, time and initials. A daily inspection should be performed at the same time as well as a periodic check of the weekly log.

All logs require an acceptable or unacceptable response for each item listed in the columns marked OK and NO respectively. A NO response requires a written response in the "observations" portion of the form. The operator is to be notified immediately of an unacceptable condition. The operator is responsible for correcting the condition and recording his action on the log sheet.

The binder is to contain one year of documentation. On a weekly basis the operator is to provide copies of that week's inspections to Helena Knight, who will maintain the duplicate copies as backup.

The maintenance of these logs is mandatory by DEQ rules for operating a hazardous waste storage facility. Failure to comply subjects us to citations and possible fines.



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TABLE 10. INSPECTION SCHEDULE

Area/equipment	Specific Item	Types of problems	Frequency
Safety and Emergency Equipment	Standard industrial absorbents (Floor Dry)	Out of stock	Monthly/ as needed
	Hoses and fittings	Cracks, holes, sticking	Monthly
	Recovery Drum	Corrosion, damage	Monthly
	Emergency shower and eyewash	Water pressure, leaking, drainage	Weekly
	Face shields and goggles	Broken or dirty	Monthly
	Disposable respirators	Out of Stock	Monthly/ as needed
	Chemical cartridge respirators	Spent adsorbent, seals	Monthly/ each use
	Portable pump	Power, clogging	Monthly
	Fire extinguishers	Needs recharging	Monthly
	First aid supplies	Out of stock, inoperative	Monthly
	Protective clothing	Holes, normal wear and tear	As used
	Shovel	In place and available	Weekly
	Broom	In place and available	Weekly
Security devices	Container storage area fence	Corrosion, damage, barbed wire	Weekly
	Telephone system	Power failure	Daily
Operating and structural equipment	Sump areas	Erosion, uneven settlement, cracks and spalling in concrete pads and wet spots	Weekly
	Storage areas	Leaks, spills	Daily
Container storage area	Container placement and stacking	Aisle space, height of stacks	Weekly
	Sealing of containers	Open lids	Weekly
	Labeling of containers	Improper identification, date missing	Weekly
	Containers	Corrosion, leakage, defects	Weekly
	Segregation of incompatible wastes	Storage of incompatible wastes in same area	Weekly
	Pallets	Damaged (e.g., broken, warped, etc.)	Weekly
	Base or foundation	Cracks, spalling, uneven settlement, erosion, wet spots	Weekly
	Dikes and berms	Cracks, deterioration	Weekly
	Sump area	Cracks, spalling, uneven settlement, erosion, wet spots	Weekly
	Sump test	level of waste too great	Weekly
	Debris and refuse	Aesthetics, possible reaction with leaks	Weekly

no date
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VAN WATERS AND ROGERS
Portland, Oregon

DAILY INSPECTION LOG SHEET

Inspector's Name/Title _____ / _____

Date of Inspection _____ (month/day/year)

Time of Inspection _____ (military time)

Item	Types of Problems	OK	NO
<u>SECURITY DEVICES</u>			
Telephone system	Power failure		
<u>OPERATING AND STRUCTURAL EQUIPMENT</u>			
Storage areas	Leaks, spills		

OBSERVATIONS REQUIRING REMEDIAL ACTION

DATE & NATURE OF REPAIRS/REMEDIAL ACTION

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WEEKLY INSPECTION LOG SHEET

Inspector's Name/Title _____ / _____

Date of Inspection _____ (month/day/year)

Time of Inspection _____ (military time)

Item	Types of Problems	OK	NO
<u>SAFETY AND EMERGENCY EQUIPMENT</u>			
Emergency shower and eyewash	Water pressure, leaking, drainage		
Shovel	In place and available		
Broom	In place and available		
<u>SECURITY DEVICES</u>			
Container storage area fence	Corrosion, damage, barbed wire		
<u>OPERATING AND STRUCTURAL EQUIPMENT</u>			
Sump areas	Erosion, uneven settlement, cracks and spalling in concrete pads and wet spots		
<u>CONTAINER STORAGE AREA</u>			
Container placement and stacking	Aisle space, height of stacks		
Sealing of containers	Open lids		
Labeling of containers	Improper identification, date missing		
Containers	Corrosion, leakage, defects		
Segregation of incompatibles	Incompatibles stored in same area		
Pallets	Damaged (e.g., broken, warped, etc.)		
Base or foundation	Cracks, spalling, uneven settlement, erosion, wet spots		
Dikes and berms	Cracks, deterioration		
Sump area	Cracks, spalling, uneven settlement, erosion, wet spots		
Sump test	Level of waste too great		
Debris and refuse	Aesthetic, possible reactions		

USE REVERSE OF SHEET TO RECORD OBSERVATIONS REQUIRING REMEDIAL ACTIONS.
ALSO, USE REVERSE OF SHEET TO RECORD DATE AND REMEDIAL ACTION TAKEN.

Area/equipment	Specific Item	Types of problems	Frequency
Safety and Emergency Equipment	Standard industrial absorbents (Floor Dry)	Out of stock	Monthly/as needed
	Hoses and fittings	Cracks, holes, sticking	Monthly
	Recovery Drum	Corrosion, damage	Monthly
	Emergency shower and eyewash	Water pressure, leaking, drainage	Weekly
	Face shields and goggles	Broken or dirty	Monthly
	Disposable respirators	Out of Stock	Monthly/as needed
	Chemical cartridge respirators	Spent adsorbent, seals	Monthly/each use
	Portable pump	Power, clogging	Monthly
	Fire extinguishers	Needs recharging	Monthly
	First aid supplies	Out of stock, inoperative	Monthly
	Protective clothing	Holes, normal wear and tear	As used
	Shovel	In place and available	Weekly
	Broom	In place and available	Weekly
Security devices	Container storage area fence	Corrosion, damage, barbed wire	Weekly
	Telephone system	Power failure	Daily
Operating and structural equipment	Sump areas	Erosion, uneven settlement, cracks and spalling in concrete pads and wet spots	Weekly
	Storage areas	Leaks, spills	Daily
Container storage area	Container placement and stacking	Aisle space, height of stacks	Weekly
	Sealing of containers	Open lids	Weekly
	Labeling of containers	Improper identification, date missing	Weekly
	Containers	Corrosion, leakage, defects	Weekly
	Segregation of incompatible wastes	Storage of incompatible wastes in same area	Weekly
	Pallets	Damaged (e.g., broken, warped, etc.)	Weekly
	Base or foundation	Cracks, spalling, uneven settlement, erosion, wet spots	Weekly
	Dikes and berms	Cracks, deterioration	Weekly
	Sump area	Cracks, spalling, uneven settlement, erosion, wet spots	Weekly
	Sump test	Level of waste too great	Weekly
	Debris and refuse	Aesthetics, possible reaction with leaks	Weekly

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MONTHLY INSPECTION LOG SHEET

Inspector's Name/Title _____ / _____

Date of Inspection _____ (month/day/year)

Time of Inspection _____ (military time)

Item	Types of Problems	OK	NO
<u>SAFETY AND EMERGENCY EQUIPMENT</u>			
Standard industrial absorbents	Out of stock		
Hoses and fittings	Cracks, holes, sticking		
Recovery Drum	Corrosion, damage		
Face shields and goggles	Broken or dirty		
Disposable respirators	Out of stock		
Chemical cartridge respirators	Spent adsorbent, seals		
Portable pump	Power, clogging		
Fire extinguishers	Needs recharging		
First aid supplies	Out of stock, inoperative		
Protective clothing	Holes, normal wear and tear		

Observations requiring remedial action

Date & nature of repairs/remedial action